

**ASSISTANT HAZARDOUS MATERIALS CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT HAZARDOUS MATERIALS CHIEF** to be administered in **BATON ROUGE** on **April 28, 2009**, will consist of approximately 110 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
HAZMAT PLANNING AND PREPAREDNESS Knowledge of the operations of a hazardous materials response unit involving planning, organizing, and inspecting departmental operations, including pre-planning for hazardous materials emergencies; and developing and preparing lesson plans for hazardous materials classes.	13.6%
MANAGING EQUIPMENT Knowledge of the management, maintenance, and purchasing of equipment, including verifying that equipment is tested and meets applicable standards.	6.4%
RECORDS/REPORTS Knowledge of effective records-keeping practices, including preparation and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	10.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	10.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	23.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
HAZARDOUS MATERIALS Knowledge of the procedures for handling emergencies involving hazardous materials, including preparation for a hazardous materials incident; site management and control; identification of hazardous materials; hazard and risk analysis; protective clothing and equipment needed; information management and resource coordination; product control, confinement, containment, and neutralization; and decontamination methods and procedures.	36.4%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Hazardous Materials for First Responder, 3rd ed., 2004.
Hazardous Materials: Managing the Incident, 3rd ed., 2005.
Fire and Emergency Services Instructor, 7th ed., 2006.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

TRANSPORTATION (OF HAZARDOUS MATERIALS)/TITLE 49, Code of Federal Regulations (49 CFR 101.1), Published by: Office of the Federal Register, General Services Administration, 2001.

NOTE: Sold by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION GUIDE TO HAZARDOUS MATERIALS, National Fire Protection Association, 13th ed., 2002.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.